

DELAWARE TRANSIT CORPORATION

POSTING NO. 023-2016

POSITION VACANCY POSTING

DATE OF POSTING September 11, 2015

CLOSING DATE September 25, 2015

METHOD OF APPLICATION: **COVER LETTER/RESUME**

INTERESTED EMPLOYEES MUST FILE FOR THIS POSITION BY COMPLETING THE APPROPRIATE BID FORM OR SUBMITTING A LETTER OF INTEREST AND RESUME TO THE EMPLOYMENT SECTION OF THE HUMAN RESOURCES DEPARTMENT BY 4:30 P.M. ON **September 25, 2015**. COVERED BY COLLECTIVE BARGAINING AGREEMENTS WILL BE AWARDED IN ACCORDANCE WITH THE PROVISIONS AND PROCEDURES CONTAINED IN THE APPLICABLE CURRENT BARGAINING AGREEMENT.

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POSITION #: 039 JOB CODE #: 082

POSITION TITLE Contract Administration Supervisor

PAY GRADE 14 PAY RATE _____ PAY RANGE \$41,206. - \$51,507.
MINIMUM TO MAXIMUM)

LOCATION: DISTRICT New Castle County DEPARTMENT Finance
SECTION Fiscal

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CLASSIFICATION: FULL TIME X PART-TIME _____

CONTRACT: 8FR _____ 8DR _____ 32 _____ N/C X

SCHEDULED HOURS 8:00 AM – 4:30 PM SCHEDULED DAYS Monday - Friday

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SUMMARY OF POSITION:

The Contract Administration Supervisor is responsible for completing the full range of contract administration functions. The incumbent, at this level, will handle contracts that are complex in nature and perform a wide range of contract administration activities. Specific responsibilities include: development of Invitations to Bid, Request for Proposals, Leases, Park-n-Ride Agreements, Fare Card Agreements, oversight of the Federal Transit Administration's Section 5310 program, Process Vehicle Loaner Agreements, and Memorandums of Understanding; interfacing with legal representation; ensuring upset limits of contracts are not exceeded; processing funding requests and change orders; managing the bidding process; performing cost and price analysis; and analyzing bid responses. The Contract Administration Supervisor must ensure that all applicable Federal, State and internal/external procedural requirements are met. The Contract Administration Supervisor is also responsible for DTC's Record Retention Program. Specific responsibilities include maintenance of designated records and files; arranging, classifying and preserving company records; destroying records according to State regulations and DTC's record retention schedule; coordinating processes and activities with the Bureau of Archives and maintaining record inventory databases with destroy dates.

JOB DESCRIPTION: AVAILABLE THRU HR DEPT X

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EQUAL OPPORTUNITY EMPLOYER

SEE PREFERRED QUALIFICATIONS ON SECOND PAGE

Preferred Qualifications:

Please address each Preferred Qualification separately. Failure to do so may result in a disqualification.

1. Experience in developing Invitations to Bid, Request for Proposals, Leases, Memorandums of Understandings, etc.

Applicants must detail all experience in Invitations to Bid, Request for Proposals, Leases, Memorandums of Understandings, etc.

2. Experience in performing cost and price analysis and analyzing bid responses.

Applicants must detail all experience performing cost and price analysis and analyzing bid responses.

3. Experience in managing a records retention program.

Applicants must detail all experience in managing a records retention program.

4. Experience in implementing standards for preparing legal agreements and contracts.

Applicants must detail all experience in implementing standards for preparing legal agreements and contracts.

JOB DESCRIPTION: AVAILABLE THRU HR DEPT X

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EQUAL OPPORTUNITY EMPLOYER

" Submission must specifically address the skills referenced in each Preferred Qualification."

DTC is an "Equal Opportunity Employer". Accommodations are available for applicants with disabilities in all phases of the application and employment process. To request an accommodation, applicants may call (302) 760-2891. TDD users should call the Delaware Relay Service Number 1-800-232-5460 for assistance.